



**MINUTES OF THE MEETING OF THE GOVERNING BODY  
held at the school on  
MONDAY 14<sup>th</sup> NOVEMBER 2016**

Constitution, membership and attendance

LA – 1	COOPTED – 8		PARENT - 2	STAFF – 2
Ms Kim Small	Mrs Jenny Gresson - Chair	<b>Mr Daryl Close</b>	<b>Ms Sophie Daniells</b>	Mrs Margaret Barrington – Head Teacher ( <i>ex officio</i> )
	Mr Darren Beaver	Mr Erik Boesten – Jt Vice Chair	Liz Smith	Agnetha Addison
	Ms Nadine Jones	Mrs Kerry Lilienfeld		
	VACANCY	Mrs Cath Tanner – Jt Vice Chair		

**Also attended:** Associate Members: Ms Anna McKenna, Ms Shona Pitcher  
**Bold = absent** Clerk: Mrs Ursula Partridge

Item		ACTIONS
<b>20</b>	<b>WELCOME TO NEW GOVERNOR / APOLOGIES FOR ABSENCE</b>	
	The Chair welcomed Agnetha Addison to her first FGB meeting. Apologies were received and accepted from Daryl Close and Sophie Daniells.	
	The Chair explained the Mandatory and the Useful Timelines were always considered in preparation of the FGB Agendas but would now also be circulated with FGB Agendas as this information helped strategic preparation. Any governor who noted something which needed to be discussed or could become an issue then they could request this be added as a specific item to an Agenda.	
<b>21</b>	<b>DECLARATION OF BUSINESS INTERESTS</b> relating to items on this Agenda	
	None related to this Agenda were declared.	
<b>22</b>	<b>OBSERVERS</b> – none	
<b>23</b>	<b>MINUTES OF MEETING HELD ON 19<sup>TH</sup> SEPTEMBER 2016</b>	
	Minutes were approved and agreed to be an accurate and true record of the meeting. The Chair to sign and Clerk to file.	
<b>24</b>	<b>MATTERS ARISING</b>	
24.1	<b>5.3 103.11 96 MATTERS ARISING/SCHOOL COUNCIL</b> (FR 9.05.2016) Shona Pitcher advised that initial concerns identified this academic year by representatives had been to do with experiences at lunchtimes. Concerns having been taken to HT and School Business Manager the feedback from representatives at the last council meeting were all positive. They recognised their concerns and ideas had been taken on board. Their concern had moved to need for more benches in the playground for lunchtime. ACTION COMPLETED	

Signed/Initialled (Chair of Governors): ..... Date: .....

24.2	<b>5.4 105.3.2 MATTERS ARISING/Governor Matters/Training summary 2015/16</b> (FR 4.07.2016) <b>ACTION</b> a) Final summary of Y15/16 Governor training to be sent to Chair/Clerk.	KL
24.3	<b>9.1 MATTERS ARISING/Governor Matters/Co-opted Governor</b> The Chair reported that Reen Magnus, CEO of the Hanzel Group, had agreed to join the GB. Had background and experience in finance, had worked in senior schools to raise aspiration particularly among girls. She would join the GB in January 2017 and was considering governor post at a secondary school in a deprived area.	
24.4	<b>9.2 MATTERS ARISING/Governor Matters/Staff Governor</b> Agnetha Addison's appointment was ratified by the GB and she advised she was teaching Y1.	
24.5	<b>9.3 MATTERS ARISING/Governor Matters/Parent Governor</b> Date for nominations closed 15 <sup>th</sup> November 2016.	JG
24.6	<b>9.4 MATTERS ARISING/Governor Matters/Training/CPD Schedule/R&amp;F governors training on schools finances</b> The Chair advised that although the Y2015/16 SFVS (Schools financial value standard) stated training needed to be undertaken by December 2016, AfC's (Achieving for Children's) relevant training course had been deferred awaiting outcome of the national consultation on funding in schools. The course would now be held in January. <b>ACTION</b> a) R&F governors to monitor CPD list for financial training for schools finances in January <sup>1</sup> .	R&F
24.7	<b>13.3 VOLUNTARY FUND/Spending Bids/WiFi</b> The Chair advised having attended the September meeting as an Observer she was made aware during recent visit into school of the poor WiFi reception in one particular classroom. SLT advised that the WiFi problem had been apparent since occupation of the building and that the system had been boosted as much as possible. The issue was whether key infrastructure should be paid by VF or part of R&F budgets. The Chair's concern was that as Budget constraints started to have a bigger impact then it could become necessary for VF to look at a wider remit as in due course it would affect the whole school community. <b>ACTION</b> a) Update on quotation for new WiFi infrastructure.	MB
24.8	Other Matters Arising where actions had been completed or were an Agenda item for this meeting: <b>5.2 Nursery:</b> Visit report from Kerry Lilienfeld circulated with meeting papers; <b>5.5 106.4 Governor Visits/Queens 90<sup>th</sup> birthday Tea party;</b> <b>5.7</b> Feedback from Committees/H&S/ <b>boiler hot water;</b> <b>5.9 HT REPORT/ Extended Provision (Nursery);</b> <b>7.1.2</b> and <b>7.2</b> Standing Orders/Committee Structure/ <b>Schedule of Works</b> considered by committees; <b>9.8 Governor Matters/Named responsibilities from School Development Plan (SDP);</b> <b>9.10 Governor Matters/School Council dates/signup sheet;</b> <b>9.11 Governor Matters/Annual Business &amp; Pecuniary Interest declarations and Code of Conduct.</b>	
<b>25</b>	<b>IMPACT OF GOVERNORS WORK ON CHILDREN IDENTIFIED IN MINUTES</b>	
	Work with and through School Council and funding projects demonstrated their voice had been listened to and provided for.	
<b>26</b>	<b>STANDING ORDERS / COMMITTEE STRUCTURE</b>	
	Change to page 2 Committee Summary/Frequency/Pay Review Committee – once a year. The Chair explained AfC had advised three members was the quoracy number for Pay Review Committee and due to difficulties in making meeting arrangements it would be sensible to have a further member. The Chair advised that Agnetha Addison's area under delegated responsibilities still to be considered. <b>ACTIONS</b> a) Incorporate correction to page 2 and finalise TORS for Y2016/17. b) Identify area under delegated responsibility for Agnetha Addison. c) Add to Keep In View list need for a fourth member (either Cath Tanner or new Co-opted Governor) for Pay Review Committee for Y2017/18.	Clerk AA/JG Clerk

Signed/Initialled (Chair of Governors): ..... Date: .....

27	GOVERNOR MATTERS	
27.1	<b>New Governors</b> (see items 24.3 and 24.4) The Chair advised that the Parent Governor election process was still ongoing with 15 <sup>th</sup> November closing date for nominations.	
27.2	<p><b>Training / CPD schedule</b> The Chair and Kerry Lilienfeld had considered. 30.11.2016 RAISEonline training particularly relevant as the format had completely changed. The Chair recommended for less experienced governors: How to Challenge Effectively (1.02.2017) and advised that the Good School Food Culture course had been postponed (to 2.02.2017) waiting publication of the government's Childhood Obesity Plan.</p> <p><b>Q: Shona Pitcher asked if any governors had done the PREVENT training.</b>  <b>A:</b> The Chair confirmed she had done this and Kerry had done the online training.</p> <p><b>ACTIONS</b></p> <p>a) Email recommendations of training courses for individual governors to consider.  b) Any relevant work based training to be advised to Kerry Lilienfeld.</p>	KL / All GB All GB
27.3.1	<b>Training booked</b> The Chair and Liz Smith had booked places on the RAISEonline course (30.11.2016). The Chair and Erik Boesten were booked on MATS and Academies: models and structures (17.11.2016).	
27.3.2	<p><b>Training feedback reminder</b> Feedback from The Chair on <b>KS1 &amp;KS2 Statutory Assessment for Primary Governors</b> training had been circulated. Training on <b>eSafety</b> by Peter Cowley had been excellent was recommended to all governors particularly those with children or grandchildren.</p> <p><b>ACTION</b></p> <p>a) Training feedback return on eSafety.</p>	JG
27.4	<p><b>eNews/termly newsletter</b> (NB: these were all sent to governors direct by AfC on weekly basis)  <b>11.10.2016</b> Updated Statutory Guidance on the constitution of Governing Bodies,  <b>18.10.2016</b> AfC Impact report from Nick Whitfield which included a quote from the HT with some interesting case studies.  <b>8.11.2016</b> SEND Golden Binder had been updated with link provided.</p>	
27.5	<p><b>Allocation of Named responsibilities from School Development Plan (SDP)</b> The Chair reported Steering Group had revised the Leadership/Governors section and reduced the number of areas which had to be monitored. Governors were encouraged to engage with this process. It was envisaged that visits connected with SDP be carried out at same time as visits with governor's link year group. The Chair congratulated Darren Beaver who had already carried out both his visits this term <i>See Agenda item 28.1</i>. The list was circulated during the meeting for unallocated areas to be signed up to, one area allocated to Daryl Close at the end of the meeting. The Chair confirmed that more than one governor could sign up for an area as, for example, Behaviour was a big area.</p> <p><b>ACTION</b></p> <p>a) Advise Daryl Close of his area of responsibility for monitoring.</p>	JG
27.6	<p><b>Year links / Visit Scheduling</b> The Chair reported that the Year Group links had been identified and circulated to governors. Visit arrangements were up to individual governors to make. C&amp;C agreed that governors should make visiting their Year Group this term to form a link with staff and pupils their priority.</p> <p><b>ACTION</b></p> <p>a) If any governor was unsure of their Year Group link contact the Clerk.</p>	All GB
27.7	<b>School Council dates/signup sheet</b> This was circulated during the meeting.	
27.8	<p><b>Business &amp; Pecuniary Interest declaration and Code of Conduct</b> The Clerk reported that apart from Daryl Close these were up todate.</p> <p><b>ACTION</b></p> <p>a) Update on finalisation of declaration and return from Daryl Close.</p>	Clerk

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<b>28</b>	<b>GOVERNOR VISITS</b> (including School Council feedback)	
28.1	<b>Visit Feedback</b> from Kerry Lilienfeld (Nursery 2/2016) and Cath Tanner (School Council 5/16) from 2015/16 academic year and from Darren Beaver (11/2016 - Nursery and SDP Objection C1) had been circulated.	
28.2	<b>Planned visits:</b> Cath Tanner reported on SEN visit with Carrie White with two groups, reviewed the SEN Register and a walk round each of the year groups including both morning and afternoon Nursery. A visit with Y3 SEN planned for next week. <b>The Chair</b> advised visit planned this week with Y5 and would be arranging PPG visit shortly. <b>Liz Smith</b> advised visit schedule this week with Y1.	
<b>29</b>	<b>HEAD TEACHER'S REPORT</b> (verbal)	
29.1	Updates from the previous written report: 5 children had left the schools (all relocation) and 13 joiners (mix from within borough and relocation) so consequently the school was full in Reception, Y2, Y4 and Y5. Waiting lists in only a couple of year groups, one place in Nursery available for January intake with 11 on the waiting list. (676 pupils on roll out of 686 maximum.) EAL (English as an Additional Language) was now fully calculated at 34%, similar to Y15/16 with Y1 biggest group which sits at 44%. PPG (Pupil Premium Grant) was 9%/59 pupils across the school, both a slight increase numerically and proportionately partly due to change of catchment but also identifying Nursery/ Reception pupils quicker.	
29.2	Inset training held on behaviour. Parents had been in school for workshops, coffee mornings, phonics demonstration lessons, parent/teacher consultations and prospective parent visits. Good feedback from all activities. SLT (Senior Leadership Team) had noticed for parent/teacher consultations how well prepared and professional the teachers were with personalised targets and home activities.	
29.3	Other visitors included students, work experience, visitors in (planetarium, author visit, Tolworth Girls, bike ability, scooter training) and trips out for the children, a dyslexia day, flu vaccinations for children and staff (of which only 25 take up, some had already, some had colds so were refused and some were out on a training course). A lot of outreach had been happening through special needs, hosting and delivering insets.	
29.4	<b>Attendance</b> was around 93%, Anna McKenna was monitoring 30 families of which 10 have had involvement with EWO (Educational Welfare Office)	
29.5.1	<p><b>Special Needs</b> 12 EHCP (Educational Health Care Plan) children, nine required applications to be made for which three children's reports should be completed by Christmas it may be difficult to complete the other six by the end of this academic year. Shona Pitcher explained the challenges faced from the new admissions from Early Years through to Y6 on top of existing numbers, the time involved and the impact of this on planned preventative and teacher support work. The situation had been highlighted to the LA.</p> <p><b>Q: The Chair asked when funding for the children involved would come through.</b>  <b>A:</b> SLT advised that the top up funding (the school had to fund the first £6K per pupil) would likely only come through once an EHCP had been finalised and agreed. For a number of the SEN children who are new to the school, this is unlikely to be until the Budget for 2017/18 as evidence for the EHCP has to be collected from at least two terms before applications can be made. Although allowance had been included in the 2016/17 budget for the usual level of EHCP preparation this was set before the needs of September 2016 admissions were known. Three of the children were already known to the LA through sibling connections.</p> <p>There was also explanation and discussion around EdPsync provision and allocation from LA/AfC for report writing.</p> <p><b>Q: The Chair of VF noted that the Voluntary Fund was for the benefit of all children but as noted before there had been problems getting the necessary EdPsync support.</b>  <b>A:</b> SLT confirmed buy back of EdPsync had been allowed for in this year's Budget but statutory work</p>	

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	<p>had to be carried out as priority to developing programmes and support systems for children with needs but not at the statutory level. The HT advised that the SEN team provided a lot of support.</p> <p><b>Q: The Chair of VF asked if this could be strengthened with more resource finances.</b>  <b>A:</b> The HT was unsure that even if there were funding available whether more EdPsyc time could be bought back from the LA who do not have the capacity. SLT also felt there was the matter of the SEN team's capacity to write the necessary reports and to put support in place. During Cath Tanner's recent SEN visit this had been discussed. Had raised with LA about new children who had come from other educational settings but came with no information about their high levels of need. Concerns were expressed about moderation at nursery level while recognising the different ratios, qualification and experience of staff in this setting compared to schools and whether concerns get fed into Ofsted inspections.</p> <p><b>Q: Governors asked what recourse was available in these situations.</b>  <b>A:</b> SLT were in conversation with Helen Gillespie (LA Early Years Consultant) about regrading children and what action can be done about this especially where parents had raised concerns over a period of time but not followed through. All services were very stretched but young children need support from very early on. Now the school had signposted them they had been introduced to other services. As schools develop their expertise so other establishments need to do likewise.</p>	
29.5.2	<b>Audit of ESTA (Enhanced Specialist Teaching Arrangement)</b> on 22 <sup>nd</sup> November 2016 which Sarah Herbert and Rob Eyre-Brook would be doing. This was part of a big review by the LA on how it was working, how cost effective, so indirectly linked to the SRP (Specialist Resource Provision) and what to do about Special Needs.	
29.6	<b>Observations</b> had been carried out in all the classes and with most of the PPA staff with all lessons really good with outstanding features.	
29.7	<b>Early Years/Extended Provision (Nursery)</b> Following meeting with LA and other interested schools the HT confirmed the provision was due to be introduced September 2017, the qualifying criteria for the additional 15 hours (total 30 hours provision) and that the assessment process had not yet been finalised with requirement for a three monthly update. Gemma Sergejev was on the working party exploring the different options the school could consider: (a) wrap around care, (b) partnership with a private provider or (c) maintain status quo. Whichever model was finally chosen the need to maintain really good quality learning for the existing 15 hours. There was discussion about the possibility that some parents could pay for part of the provision if they did not qualify for free provision. <b>ACTION</b> a) Update on interest in provision from among both current and prospective parent community.	MB
29.8	<b>Sports Premium</b> There was lots of activity across the whole school including football and cross country involving lots of different members of staff taking out different groups of children as well as parents assisting with transport.	
29.9	<b>Safeguarding DBS (Data Barring Service)</b> Reminder letters had gone to staff and volunteers alerting them of need to reapply; <b>Inner Lobby door</b> had been repaired; <b>Accidents</b> No serious accidents had occurred since the last meeting.	
29.10	<b>Building</b> Main footpath had been surveyed and the sub contractor to the main contractors had agreed to pick up the liability. A chlorination problem with the swimming pool had been resolved. The LA had initiated a survey of the whole building but the school would be responsible for funding any recommendations.	
29.11	<b>Finances</b> Current position was in line with Budget, the current month showed a slight underspend. <b>Confidential Minute</b>	
29.12	<b>Staff Confidential Minute</b>	
29.13	<b>Dates</b> Christmas lunch on 6 <sup>th</sup> December for any governors interested.	
29.14	<b>Contractors Confidential Minute</b>	

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<b>30</b>	<b>COMMITTEE FEEDBACK</b>	
30.1	<p><b>Curriculum &amp; Community</b> The Chair explained she chaired in absence of Kerry Lilienfeld. Areas considered included absence/unauthorised holiday requests following court case from the Isle of Wight Council; impact on outcome of 90% attendance at GCSE level and SLT confirmed this information went to parents in Y6; vulnerable learners/mentoring scheme; TORs; Co-ordinator presentation schedule for academic year; safeguarding audit; SATS KS1/KS2; risk assessment of school trips; reviewed the impact of change of policy in respect of DBS for volunteers (but felt that, at this stage it was hard to assess because there was no way of knowing how many potential volunteers may have been deterred by process); extended Nursery provision; policy updates for Special Needs and SEND with Child Protection still pending with Allergic Reactions done by school.</p> <p><b>Q back to HT on unauthorised absence: The Chair challenged if the impact of absence on outcomes for children should be identified to parents earlier than Y6.</b></p> <p><b>A:</b> The wording of the letter to parents had been continually reviewed and developed, the most recent being personalised illustration of what 90% looked like in days and weeks. In line with GB agreement no requested holiday absence was authorised.</p> <p><b>Response:</b> The Chair was concerned that parents be reminded that unavoidable occurrences such as childhood sickness or illness were very unpredictable in nature and could lead to significant time out of school.</p> <p><b>ACTION</b></p> <p>a) All governors welcome to double co-ordinator presentation (spelling and More Able Children) at C&amp;C Spring A meeting on 16<sup>th</sup> January 2017.</p>	All FGB
30.2	<p><b>Resources &amp; Finance</b> In the absence of both the Chair and Vice Chair of committee, the Chair of GB reported areas covered included historic difficulties with charges for the school's phone lines; premises/question of decommissioning of boiler, tarmac path and water ingress; disaster recovery plan; contingency fund; maintenance budget/future issues would grow in line with age of building; curriculum and assessment measures/national expectation for progress; Daryl Close was elected Chair; Darren Beaver Vice Chair.</p>	
30.3	<p><b>Health &amp; Safety</b> Darren Beaver advised there was nothing to report.</p>	
<b>31</b>	<b>SCHOOL IMPROVEMENT PARTNER (SIP) REPORT</b>	
31.1	<p>The Chair advised that the termly SIP Report was not yet available but the Outcome report had been circulated which raised quite a few questions. There was discussion about <b>Early Years</b>/the good level of development (below local/above national averages) and girls out performing boys. The HT explained how PPG (Pupil Premium Grant) measures worked and that the latest cohort had made very good progress and governors were invited to look at the evidence. <b>Pupil Premium</b> HT explained quality of teaching in the classroom was priority for all vulnerable learners to provide challenge and support, tracking and intervention initiatives. <b>Year 1</b> HT advised mainly quality first teaching and ensuring learning challenge was monitored and effective. The whole school was still identifying what fluency and mastery from the national curriculum looked like for the different year groups. Issues in identifying progress (numerically) from Early Years to KS1/KS2 curriculums was due to different statements and priorities measured. The HT was undertaking some further training on the Symphony assessment tool to assist with this.</p>	
31.2	<p><b>Phonics</b> HT reported there had been a lot of training, use of assessment for learning and earlier identification of where support required.</p> <p><b>Confidential Minute</b></p> <p><b>ACTION</b></p> <p>a) KS1 RAISEonline to be an FGB Agenda item for next meeting to consider progress</p>	Clerk
31.3	<p><b>KS2</b> The Chair identified that including PPG was positive apart from writing which had already been discussed re moderation and that it had been acknowledged that data this year was not as secure because of the new systems and it would take several years to settle down. There was some</p>	

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	discussion about LA interrogation of moderation on writing both locally and nationally to ensure learning was both embedded and independent. More guidance had come from government on training of moderators and the school had two teachers who would be KS2 moderators. The HT was disappointed at the Outcomes for the pupils who were in a good position for senior school but had a 'has not met' in writing, although the school was highly thought of by senior schools in the borough and by parents.									
<b>32</b>	<b>PAY REVIEW</b>									
	<i>Confidential Minute</i>									
<b>33</b>	<b>EQUALITIES OBJECTIVES</b>									
	SLT advised Kim Small had been helpful in the work on updating this. The objectives had been taken from the SDP (School Development Plan) and were contained in three documents (equality objectives, equality report and equality policy) which had been published. The school was working towards Equalities Mark which was a two/three year process and Helena Fraser and Rosie Holdaway (lead in school) spoke impressively at recent staff meeting on the criteria to which staff identified school practice and evidenced implementation.									
<b>34</b>	<b>ACADEMY STATUS</b>									
	The HT reported there was no change in opinion among HT in the borough however one school had issued consultation for joining the Coombe Trust. The school concerned was not one within GA's cluster. The HT noted Erik Boesten and Jenny Gresson were booked on training on the subject. <b>ACTIONS</b> a) Consultation paper for school to join Coombe grouping available for any governor to consider. b) Feedback from training on anything new identified.	FGB EB/JG								
<b>35</b>	<b>AOB</b>									
35.1	<b>Termly newsletter</b> The Chair invited volunteers to write piece for Governors Corner. Kerry Lilienfeld advised that she would be updating the Governors Board. <b>ACTION</b> a) Governors Corner items to be written for Autumn (Jenny Gresson) and Spring (Liz Smith).	JG/LS								
35.2	<b>GASPA School Fair</b> (Saturday 3 <sup>rd</sup> December 2016 @ 11am-3pm) Kerry Lilienfeld asked for volunteers to do stint on the entrance door. World food was the focus of food stalls. <b>ACTION</b> a) Sign-up sheet for slots to man entrance door to be emailed round to governors.	KL / All FGB								
35.3	<i>Confidential Minute</i>									
<b>36</b>	<b>SCHOOL COUNCIL</b>									
	Equality objectives to provide opportunity of representatives to consider if pupils were treated equally. Governors highlighted Mighty Girl poster which focused on how we treat one another.									
<b>37</b>	<b>CONFIDENTIAL ITEMS</b> included 29, 32 and 35.									
<b>38</b>	<b>CLOSE OF MEETING</b>									
	<b>MEETING CLOSED</b> at 9.30pm. <b>Dates of Next Meetings - 2016/17</b>									
	<table border="1"> <tr> <td>C&amp;C</td> <td>28.11.2016</td> <td>R&amp;F</td> <td>5.12.2016</td> <td>C&amp;C</td> <td>16.01.2017</td> <td>FGB</td> <td>30.01.2017</td> </tr> </table>	C&C	28.11.2016	R&F	5.12.2016	C&C	16.01.2017	FGB	30.01.2017	
C&C	28.11.2016	R&F	5.12.2016	C&C	16.01.2017	FGB	30.01.2017			

**Post-meeting notes:**

\* 24.6 9.4 MATTERS ARISING/Governor Matters/Training CPD Schedule/R&F governors training on schools finances:

Session 1	Wednesday 25 January 2017	19:00 - 21:15	Twickenham Training Centre, 53 Grimwood Road, TW1 1BY
Session 2	Wednesday 1 February 2017	19:00 - 21:15	Twickenham Training Centre, 53 Grimwood Road, TW1 1BY

Signed/Initialled (Chair of Governors): ..... Date: .....

### Summary of Actions Arising

ACTION	MINUTES FROM FGB MEETING 14 <sup>th</sup> NOVEMBER 2016	WHEN BY
KL	<b>24.2</b> 5.4 105.3.2 MATTERS ARISING/Governor Training/ <b>Training Summary 2015/16</b> Final version of Y15/16 Governor training to be sent to Chair/Clerk.	ASAP
MB	<b>24.5</b> 9.3 MATTERS ARISING/Governor Matters/ <b>Parent Governor election</b> - Update	Spring A
All R&F	<b>24.6</b> 9.5 MATTERS ARISING/Governor Matters/ <b>Training/CPD training schedule</b> – Update on financial training for schools finances <sup>1</sup> .	December 2016
MB	<b>24.7</b> 13.3 MATTERS ARISING/Voluntary Fund/Spending Bids/ <b>WiFi</b> Update on quotation for new WiFi infrastructure.	Next FGB
Clerk AA/JG Clerk	<b>26</b> MATTERS ARISING/Standing Orders/ <b>Committee Structure</b> (a) Incorporate correction to page 2 and finalise TORS for Y2016/17 (b) Identify area under delegated responsibility for Agnetha Addison. (c) Add to Keep in View list need for a fourth member (either Cath Tanner or new Co-opted Governors) for Pay Review Committee for Y2017/18.	ASAP Next FGB ASAP
KL/All GB All GB	<b>27.2</b> MATTERS ARISING/Training/ <b>CPD schedule</b> (a) Email recommendations of training courses for individual governors to consider. (b) Any relevant work based training to be advised to Kerry Lilienfeld.	Both next FGB
JG	<b>27.3.2</b> MATTERS ARISING/ <b>Training feedback</b> reminder on eSafety	Next FGB
All FGB	<b>27.6</b> MATTERS ARISING/Year links/ <b>Visit Schedule</b> – any governors unsure of their Year Group link contact the Clerk.	ASAP
Clerk	<b>27.8</b> MATTERS ARISING/ <b>Business &amp; Pecuniary Interest declaration and Code of Conduct</b> Update on finalisation of declaration and return from Daryl Close.	ASAP
MB	<b>29.7</b> HEAD TEACHER'S REPORT/Early Years/ <b>Extended Provision (Nursery)</b> Update on interest in provision from among both current and prospective parent community.	Next FGB
All FGB	<b>30.1</b> COMMITTEE FEEDBACK/ <b>C&amp;C</b> All governors welcome to double co-ordinator presentation (spelling and More Able Children) at C&C Spring A meeting on 16th January 2017.	16.01.2017
Clerk	<b>31</b> SCHOOL IMPROVEMENT PARTNER/ <b>Phonics</b> – KS1 RAISEonline to be an FGB Agenda item for next meeting - to consider progress.	16.01.2017
All FGB EB/JG	<b>34 ACADEMY STATUS</b> (a) Consultation paper for school to join Coombe grouping available for any governors to consider. (b) Feedback from training on anything new identified.	ASAP Next FGB
JG/LS	<b>35.1</b> AOB/ <b>Termly newsletter</b> – Governors Corner items to be written for Autumn (Jenny Gresson) and Spring (Liz Smith)	Next FGB
KL/All FGB	<b>35.2</b> AOB/ <b>School Fair</b> – sign-up sheet for slots to main entrance door to be emailed round to governors.	ASAP

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